

REQUEST FOR EMPANELMENT OF AGENCIES FOR
CATERING & LAUNDRY SERVICES AT INDORE(MP)



VISION 2047

(RFE document is to be submitted in original in sealed cover, duly filled and signed in blue/black

colour ink on all pages by Authorized Signatory with Company's seal stamped on each page).

Secretary General ,All India Football Federation (AIFF), Football House, Sector 19, Dwarka, New Delhi - 110075. Tel: - +91 11 25308200, Fax: - +91 11 25308234, +91 11 25308236.

REQUEST FOR EMPANLEMENT (RFE) OF AGENCIES

AIFF is the governing body for football in India located in Dwarka, in the Indian capital New Delhi. The AIFF regularly conducts football matches for the national teams and state teams, wherein the match participants need to travel to different states and internationally as a participant of the match. Competitive bidding process is initiated by the AIFF for obtaining rates for making arrangements in respect of following services :

- A. Catering Services.
- B. Laundry Services.

All India Football Federation invites Request for Empanelment (RFE) in the prescribed format from reputed, eligible, Agencies for empanelment for a short period 2-4 weeks ,which may be extendable based on the duration of training camp. Empanelled agencies shall be responsible for making all arrangements as per Federation requirements as mentioned in the RFE.

Applicant agencies may please note the following: -

1. This request for empanelment is not a request for application in (RFP) in any form and would not be binding on AIFF in any form.
2. Participation in the RFE for Empanelment of Agencies shall in no way guarantee allotment of work to the shortlisted agencies. AIFF reserves the right to adopt measures deemed fit for allotment of work as and when deemed fit.
3. The agencies must submit their applications in accordance with the requirements contained in this RFE.
4. AIFF reserves the right to update, amend and supplement the information in this document including qualification process before the last date and time of submission of applications.

Scope of Work: -

Please see Annexure

- 1.

Eligibility Criteria for Empanelment

Eligibility Criteria

The applicant shall be a company registered under the Companies Act 2013 or Companies Act 1956 or any other previous companies act in India, Partnership Firm registered under the Indian Partnership Act, 1932, LLP registered Under the Limited Liability Partnership Act, 2008 and should have been in existence in India for the last five years.

That entity should have their office in Indore (MP along with dedicated team catering only to AIFF requirements and a dedicated bank account for that purpose.

The agency must be registered in India with appropriate tax and other administrative authorities.

The applicant should have achieved at least average annual turnover of not less than Rs. 50 Lakhs (Rupees Fifty Lakhs only) during last three financial year(audited) and should be profit making.

The applicant entity should have a similar business experience in Catering &/or Laundry Services or both having annual turnover of at least **Rs. 50 Lakhs** (Rupees Fifty Lakhs only) in the last three.

The applicant should have been in existence/ operation of similar business for the last three years

The Applicant should furnish an undertaking to the effect that it has not been blacklisted in India.

Supporting Documents Required

1. Certificate of Registration/ Incorporation under the respective Acts in India.
2. GST Registration Certificate
3. PAN Card
4. Audited Financial Statements & certificate from the Statutory Auditor certifying the Turnover.
5. Agency is having its office in Indore /nearby region of MP.

Supporting documents are required to be submitted in same sequence as indicated above, with proper flagging of the documents.

Other Terms & Conditions:

1. Agency (Service Provider) must have the capability and resources to get best Catering for the players & officials and provide timely pick up & deliver the Clothes for Laundry services as per agreed terms.
2. The agency (Laundry Service) shall be available 24*7 for the services or as per agreed terms as prescribed by AIFF.
3. The services of Catering & laundry services will be done on credit basis.
4. Actual Bills for services provided both Catering & Laundry shall have to be submitted on a weekly basis and the payment will be generally made within 15 days.
5. The Service providers (for **Catering & Laundry**) should be able to provide credit limit for a period of minimum 30TH March till 15 days.
6. AIFF reserves the right to avail of the services of one or more Service Providers.
7. The Catering & Laundry service agency shall ensure uninterrupted services considering the duration of the Camp . In the event of poor/ deficient services, AIFF reserves the right to terminate forthwith the arrangement with the Agency.
8. Application containing false or inadequate information is liable for rejection.
9. AIFF reserves the right to reject any or all the applications without assigning any reason thereof.
10. Last date of submission: last date of receipt of sealed applications is **23rd March 2023** up to 5 PM. No application shall be entertained after the expiry of the due date and time.
11. Authorized Signatory: The application must be signed by the authorized signatory and their contact details must be mentioned on the cover page of the application.
12. Applications sent by post/courier/by hand: The applications may be sent by post/courier/by hand to reach before the scheduled date and time as indicated above.
13. The agencies or its associates/companies who are empanelled with AIFF as a result of this empanelment process are not allowed to use the name of AIFF, its logo, service marks or any document for any purpose without the prior written approval of AIFF.

As a part of evaluation of application submitted by the applicant agencies, AIFF may seek a Discussions on the capabilities from the eligible agencies. AIFF may call for such information/presentation at a short notice.

At any time prior to the last date for receipt of applications, AIFF may for some reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFE document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their applications shall be applicable.

The applicant is required to visit the Tenders Section of AIFF website www.the-aiff.com to download the RFE before submitting their applications.

Any application submitted is liable to be rejected if:

1. Not containing all required details.
2. Not properly sealed and signed as per requirements.
3. Received after the expiry of due date and time.
4. Missing of any supporting document(s) with the Application.

Disclaimer

The AIFF shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.

The AIFF reserves the right-

1. To reject any/all applications without assigning any reasons thereof.
2. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the AIFF without assigning any reasons thereof.
3. To include any other item in the Scope of work at any time after consultation with applicants or otherwise.

AIFF does not assure for any of the participating agency a guaranteed business during a financial year.

Interested agencies may send their applications (RFE) by E Mail to aiff@the-aiff.com with the subject as "*RFE for Empanelment of Agency for Laundry & Catering Services at Indore*" as well ensure that hard copies through Speed Post/courier/By hand only along with necessary details and documentary proof inside a sealed envelope super-scribing '*RFE for Empanelment of Agency for Laundry & Catering Services at Indore*' addressed to **Secretary General, AIFF, Football House, Sector 19, Dwarka, New Delhi - 110075. Tel: - +91 11 25308200, Fax: - +91 11 25308234, +91 11 25308236 to reach latest by 23rd March 23 up to 5 PM.** For any queries,

please write to us on aiff@the-aiff.com .